



## CLETS MISUSE INVESTIGATION REPORTING

Calendar Year \_\_\_\_\_

**Regardless of whether your agency had any reported misuse, submit this form by February 1 of each year for the previous calendar year. Include the number of investigations performed related to CLETS misuse and include any disciplinary action taken, if applicable.**

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Person Completing Form \_\_\_\_\_ Email \_\_\_\_\_

Telephone Number \_\_\_\_\_ ORI \_\_\_\_\_ County \_\_\_\_\_

1. Total number of investigations performed related to CLETS misuse:

a. Pending \_\_\_\_\_ + b. Closed \_\_\_\_\_ = Total Performed \_\_\_\_\_  
(1a + 1b = 2a + 2b + 2c)

2. Of the total number of investigations performed, how many originated from:

a. Private citizen complaints \_\_\_\_\_  
b. Internal within your department \_\_\_\_\_  
c. From another agency \_\_\_\_\_

3. Number of each type of action taken on misuse violations:

a. No action taken \_\_\_\_\_  
b. Administrative action:  
Counsel \_\_\_\_\_ Reprimand \_\_\_\_\_ Suspension \_\_\_\_\_  
Resignation \_\_\_\_\_ Termination \_\_\_\_\_ Other \_\_\_\_\_  
c. Criminal complaints filed:  
Infraction \_\_\_\_\_ Misdemeanor \_\_\_\_\_ Felony \_\_\_\_\_  
d. Number of convictions from criminal complaints filed:  
Infraction \_\_\_\_\_ Misdemeanor \_\_\_\_\_ Felony \_\_\_\_\_  
Unknown \_\_\_\_\_

4. Total misuse violations found from investigations: \_\_\_\_\_  
(3a + 3b + 3c + 3d)

California Department of Justice  
CLETS Administration Section  
P.O. Box 903387  
Sacramento, CA 94203-3870

Telephone: (916) 227-3677  
Fax: (916) 227-0696  
Email: [CAS@doj.ca.gov](mailto:CAS@doj.ca.gov)